

The CPE Corner

Specialized CPE

Teaching Academic Courses

We have quite a few CPAs in the state who teach accounting and other subjects at our universities and colleges. There are documentation requirements to obtain CPE credit for teaching an academic class. The documentation requirements are:

- ⇒ A copy of the course syllabus for the current year that you are claiming credit.
- ⇒ Proof of teaching – a letter from the dean or other management official of the college, or a copy of your contract to teach the particular course. This should include the course name, the number of credit hours, the semester(s) and year(s) it was taught, etc.

Items to remember about teaching courses for CPE credit:

- ⇒ The instructor obtains the same amount of credit as a participant – 15 CPE hours for EACH 1 hour of credit. For example, a 3 hour credit course would be worth 45 CPE hours. See Board Rule 13.3(c)(3).
- ⇒ This type of CPE counts towards your group study requirement.
- ⇒ The course must be accounting related – something that improves your competence as a CPA.
- ⇒ If you teach the course twice in the same calendar year, you can only claim credit for 1 time. See Board Rule 13.3(b)(3).
- ⇒ Courses should be junior level or above. Teaching lower level and/or basic courses do not improve your competence as a CPA.

Writing Articles, Books, or CPE Programs

Although it is rare for CPAs to ask to claim credit for writing articles, books, or CPE Programs, we occasionally have those who request credit for CPE purposes. Items to remember about this type of CPE:

- ⇒ You must carefully document the time spent on research and writing and provide this documentation if you are audited or using this CPE to upgrade your license.
- ⇒ For a writer to receive CPE credit, the article, book, or CPE program must be in the subject areas specified in Rule 13.2(a)(1) and formally accepted in writing for publication prior to the effective date of the license year.
- ⇒ This type of CPE is considered self-study.

In-Firm CPE

Can a group of small CPA firms come together to offer CPE and be considered exempt under Board Rule 13.4(f)(3)? This question has been addressed by the Board and the Board concluded that a group of small CPA firms could **not** be classified as exempt under this rule. That Rule was created to exempt firms who have their own organized in-firm education programs for their employees from having to register as a CPE sponsor. The Board did not intend for it to be extended to an association of individuals or an association of firms.

It also did not intend for a CPA firm to be able to offer CPE to other CPAs that were not employees of that firm for CPE credit. In order for a firm to offer CPE credit to CPAs outside their firm they would have to register as a sponsor with the National Association of State Boards of Accountancy (NASBA). For information on registering with NASBA as a CPE sponsor, please call them at 615-880-4239. You may also access their website for sponsor information:

www.nasba.org. Click on NASBAtools.com at the bottom of the opening page to access the information.